



Examination

California State Lands Commission

The California State Lands Commission guarantees equal opportunity to all regardless of race, sex, religion, national origin, ancestry, age, marital status disability or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

ASSISTANT BOUNDARY DETERMINATION OFFICER

THIS IS AN OPEN/NON-PROMOTIONAL EXAMINATION - SPOT SACRAMENTO

FINAL FILING DATE: Continuous

HOW TO APPLY: Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Submit applications to:
California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: Applications will be accepted on a continuous basis and interviews will be held as warranted by the needs of the Commission.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Sacramento.

SALARY RANGE: \$4,394-\$5,337 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I, 'or' II, 'or' III, etc.

For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience with the State Lands Commission performing duties comparable to that of a Boundary Determination Technician.

Or II

Experience: One year of subprofessional property and boundary surveying experience at a level equivalent to a Boundary Determination Technician. **AND**

Education: The equivalent of 12 semester or 16 quarter college units in surveying. (One year of additional qualifying experience may be substituted for the required education.)

Or III

Education: Graduation from a four-year college degree program in surveying or geomatics.

REGISTRATION REQUIREMENT

Possession of a valid certificate as a Land Surveyor In Training issued by the California State Board of Registration for Professional Engineers. (Applicants who do not possess the required certificate will be admitted into the examination, but must secure the certificate prior to appointment.)

THE POSITION

This classification is available for use only in the State Lands Commission. Incumbents prepare and read maps, perform all work as a survey party member and may plan the work and direct a survey party or technical staff engaged in the determination and identification of the boundaries of State-owned lands; make technical studies and investigations pertaining to the economics, hydrologic aspects, oceanographic aspects and surveying aspects of State-owned tide and submerged lands; write memoranda and prepare reports; and do other related work.

The Assistant Boundary Determination Officer is the first certified working level of the series. Incumbents typically do field and office boundary determination work of average difficulty; and may act as lead over a group of subordinates.

POSITION(S) MAY EXIST IN SACRAMENTO.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. General research techniques and principles, map reading, California history, and California geography;
2. Elementary principles of algebra and trigonometry;
3. Principles of boundary determination and surveying;
4. Common descriptions of real property;
5. Engineering mathematics;
6. Tidal characteristics, shore processes, including beach sedimentation;
7. Littoral drift;
8. Swamp and overflowed land boundary determinations;
9. Modern surveying equipment;
10. The methods and terminology used in searching for land titles and factors involved in arriving at a vesting of

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSISTANT BOUNDARY DETERMINATION OFFICER

FINAL FILING DATE: Continuous

GA98/3016 EXAM CODE: 10358BH

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11. Laws pertaining to public and private ownership of real property.

6. Analyze situations accurately and take effective action;
7. Prepare clear and concise reports.
- B. Ability to:
1. Communicate effectively;
2. Do computing neatly and accurately;
3. Follow directions;
4. Do mapping and computer-aided drafting;
5. Lead survey parties;

ELIGIBLE LIST: Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will be granted in this examination.
Career Credit Points will be granted in this examination

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and the California State Lands Commission. No veterans' preference points shall be awarded to veterans who have achieved permanent civil service status.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678 (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento). If you receive veterans preference points, you cannot also receive career credits.

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